

# Pension Fund Withdrawal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Pension Fund Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Pension Fund Administrator's Name],

I am writing to formally request the withdrawal of funds from my pension account due to a family emergency. My account number is [Your Account Number].

Due to [briefly explain the nature of the family emergency], I am in urgent need of financial assistance to address this matter. I kindly request that you process my withdrawal as soon as possible to help alleviate this unforeseen situation.

Please let me know if you require any further documentation or information to process my request. I appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]